

TRANSFER CERTIFICATE

Book No SI. NO. Admission No.....

1. Name of Pupil :
2. Mother's Name :
3. Fathers/Guardian's Name :
4. Nationality :
5. Whether the candidate belongs to SC/ST/OBC with the name of sub caste :
6. Date of first admission in the School with class :
7. Date of birth (in Christian Era) according to the Admission Register (in figures & words) :
8. Class in which the pupil last studied (in figures & words) :
9. School/Board Annual examination last taken with result :
10. Whether failed, if so once/twice in the same class :
11. Subjects Studied :
12. Whether qualified for promotion to the higher class If so, to which class (in fig.& words) :
13. Month up to which the (pupil has paid) school dues paid :
14. Any fee concession availed of; if so the nature of such concession :
15. Total number of working days :
16. Total number of days present :
17. Whether NCC Cadet/Boy Scout/Girl Guide (details may be given) :
18. Games played or extracurricular activities in which the pupil usually took part (mention achievement level there in) :
19. General conduct :
19. Date of application for T.C :
20. Date of issue of T.C :
21. Reason(s) for leaving the school :
22. Any other remarks :

Transfer certificate should be issued only under the signature of the regular Principal/ Vice Principal and it should be counter-signed by an officer not below the rank of District Inspector of School / Deputy Director of Education / Education Officer of the Education Dept. of the State / union Territory concerned. In case of a student migrating from one CBSE affiliated school to another CBSE affiliated school the transfer certificate of a previous school of such a student may be countersigned by the Regional Officer of the Board or the Asst. Commissioner of the KVS or the Deputy Director, Navodaya Vidyalaya Samiti in India or an officer of the Board at the Head Quarters and by the First Secretary / Attached / Cultural Attache or an equivalent officer of the Embassy / High Commission of India in the Concerned country in respect of student studying in a affiliated school of the CBSE situated outside the country and the student shall not be admitted to a school without such a counter signature